

OTE 82-5156

03 NOV 1982

25X1 MEMORANDUM FOR: [REDACTED]  
DDA Records Management Officer

25X1 FROM: [REDACTED]  
Executive Officer, OTE

25X1 SUBJECT: New OTE Records Control Schedule [REDACTED]

25X1 1. Attached for your review and passage to the Office of Information  
Services, Records Management Division (OIS/RMD) is the Office of Training  
and Education's (OTE) revised Records Control Schedule. This revision  
includes the 20 general items that were discussed by and agreed to by the  
component Records Management Officer's during our recent meeting. [REDACTED]

25X1 2. This new schedule also combines both of the current OTE schedules  
done in 1976 into a single document suitable for use throughout OTE. [REDACTED]

25X1 [REDACTED]

Attachment:  
As Stated

Distribution:

Orig & 1 - Addressee w/att H/W  
✓ 1 - EXO/OTE w/o att  
1 - AD/OTE w/o att  
1 - RMO/OTE w/o att

25X1 RMO/AD/OTE [REDACTED] mrh (1Nov82)

UNCLASSIFIED when separated  
from attachment.

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